



# United States Department of the Interior

BUREAU OF RECLAMATION  
Washington, D.C. 20240



IN REPLY REFER TO:

D-7300  
IRM-1.10

JUN 21, 2004

VIA ELECTRONIC MAIL ONLY

## MEMORANDUM

To: All Bureau of Reclamation Employees

From: John W. Keys, III  
Commissioner

Subject: Equal Employment Opportunity (EEO) Policy on Hostile Work Environment  
Harassment

Every employee is entitled to a work environment free from harassment. Workplace harassment of any employee on the basis of race, color, religion, sex, national origin, age (over 40), disability (mental or physical), protected genetic information, or sexual orientation is forbidden.

A workplace is considered hostile when an employee is subjected to harassment which is (1) unwelcome verbal or physical conduct, (2) directed against the employee because he or she is a member of a protected group, (3) with the purpose or effect of unreasonably interfering with work performance and/or creating an intimidating, hostile or offensive work environment, and (4) the employee's supervisor knew or should have known of the conduct, but failed to take prompt and appropriate corrective action. The Bureau of Reclamation may also be held responsible for acts of non-employees with respect to harassment of employees in the workplace.

Improper actions include epithets, malicious gossip, slurs, negative stereotyping, or inappropriate written or graphic material. Workplace harassment creates a hostile environment if it is sufficiently severe or pervasive that it unreasonably interferes with an individual's work performance or creates an intimidating or offensive workplace. This kind of unacceptable behavior also impacts Reclamation's ability to successfully meet our mission goals, produce quality service to our customers, and be the Federal employer of choice for current employees and new talent that we want to recruit, hire, and retain.

Any employee who observes or experiences behavior he or she believes to be hostile work environment harassment should document the incident and immediately report it to a supervisor, a management official, an Employee Relations Specialist in the Human Resources Division, a Union official, an EEO Counselor, an EEO Manager, or Reclamation Equal Opportunity Officer.

Upon learning of any allegations of hostile work environment harassment, supervisors and managers must immediately make appropriate inquiries into the allegations, and if the allegations are proven true, take appropriate remedial actions. Managers and supervisors will be held accountable for fulfilling their responsibilities. Technical advice and guidance concerning how to address incidents of harassment may be obtained from an EEO or Human Resources Manager, or by contacting the Bureau Equal Opportunity or Human Resources Office in Denver.

Any employee who believes he or she has been subjected to a hostile work environment due to race, color, religion, sex, national origin, age (over 40), disability (mental or physical), sexual orientation, protected genetic information or reprisal, and wishes to seek redress is required to bring the allegations to the attention of an EEO Counselor within 45 days of the perceived inappropriate act. A list of EEO Counselors may be obtained from the EEO Counselor posters on official bulletin boards or by contacting your local EEO Manager.

A person who files a complaint or participates in an investigation of an EEO complaint, or who opposes an employment practice made illegal under any of the statutes enforced by the Equal Employment Opportunity Commission is protected from retaliation. Retaliation is unacceptable and Reclamation will do its part to ensure it does not occur in the workplace. Reclamation is committed (1) to protecting from retaliation to the fullest extent possible an employee who alleges hostile work environment harassment and (2) to providing, prompt, fair, and impartial processing of all complaints.

As I reaffirm my personal commitment to a discrimination-free work environment, it is incumbent upon each of you to be an advocate for equal employment opportunity and to keep our workplace free from harassment.

Distribution E